

# NASA ADVISORY COUNCIL

## INFORMATION TECHNOLOGY INFRASTRUCTURE COMMITTEE

### *TERMS OF REFERENCE*

The Information Technology Infrastructure Committee (hereinafter, "Committee") is a standing committee of the NASA Advisory Council supporting the advisory needs of the NASA Administrator, the Office of the Chief Information Officer (CIO), and other NASA Mission Directorates, as required. The scope of the Committee includes all NASA information technology infrastructure-related programs, projects, activities, and facilities, including high performance computing.

Per NASA Policy Directive (NPD) 1150.11, *Federal Advisory Committee Act Committees*, the Committee will be managed under procedures that ensure the same spirit of openness and public accountability that is embodied by the Federal Advisory Committee Act (FACA). This includes public meetings as appropriate and public access to Committee records.

### MEMBERSHIP

The membership of the Committee will consist of leading authorities with relevant expertise drawn from industry, academia, independent researchers, and Government institutions. The Administrator, in consultation with the Council Chair, will appoint the members and the Committee Chair. Appointments will be for a two-year term, with reappointment and replacement at the discretion of the Administrator, made in consultation with the Council Chair. The Committee Chair, in consultation with the Council Chair, will select a Vice Chair from among the members of the Committee. The Committee will have between 5-15 members. The Administrator, in consultation with the Council Chair, may establish subcommittees under this committee, as necessary. The terms of reference for subcommittees shall be subject to the approval of the Administrator. The CIO, following consultation with the Administrator, shall appoint the members of any subcommittees. The subcommittees shall report to the Committee.

### MEETINGS

The Committee will meet approximately three times a year, usually in advance of the Council meetings. Committee meeting agendas will be approved pursuant to NPD 1150.11, by the Committee Executive Secretary, after coordination with the Committee Chair, and will be responsive to requests from the Administrator, the Council Chair, and the CIO. The Committee Chair also serves as a Council member and participates in every Council meeting. In the event of a necessary absence by the Committee Chair, the Vice Chair will represent the Committee in the Council meeting. The Vice Chair is not a member of the Council. The Committee Executive Secretary will publish notices of upcoming Committee meetings in the Federal Register at least 15 calendar days prior to each meeting.

## REPORTING

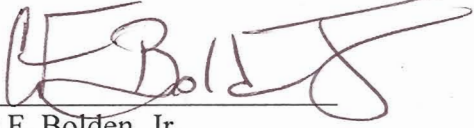
The Committee Chair will report on the Committee's findings and draft recommendations to the Council at the Council's public meetings for deliberation. Records of each Committee meeting, including meeting agenda, presentations, minutes, and list of attendees will be kept by the Committee Executive Secretary. The meeting agenda, presentations, and minutes from Committee public meetings will be posted to the Committee Web site for public access. After certification of the minutes by the Committee Chair and Committee Executive Secretary (not to exceed 90 days following the meeting), the minutes will be posted to the Committee Web site. In addition, the Committee Executive Secretary will keep detailed financial records, member appointment records, and other pertinent records throughout the year and provide annual summary input on the Committee's activities to the Council Executive Director for NASA's required annual fiscal year report on its FACA advisory committees to the General Services Administration. The Committee Executive Secretary will also coordinate with the members to ensure that all legal/ethics requirements pertaining to Special Government Employee appointments are met. These requirements include, though are not limited to, timely filing of financial disclosure reports and ethics training by a representative of NASA's Office of General Counsel (OGC) and seeking advice from the NASA OGC Ethics Team for any questions concerning Government ethics requirements that may arise.

## ADMINISTRATIVE PROVISIONS

The Committee Executive Secretary will be appointed by the CIO, in consultation with the Committee Chair and following coordination with the Council Executive Director. The Committee Executive Secretary will work with the Committee Chair to coordinate meetings, agendas, speakers, etc. for Committee meetings. Staff support and travel funds for the Committee Chair and members will be provided by the Office of the CIO. Other NASA Mission Directorates may provide support for specific activities, as appropriate.

## DURATION

The Committee Terms of Reference will be evaluated every two years at the time of formal renewal of the NASA Advisory Council Charter and are subject to formal renewal at that time by the Administrator. If the Council's Charter is terminated or expires, the Committee will terminate. The Committee may be terminated at the discretion of the Administrator. If the Committee terminates, the Committee Terms of Reference also terminate, and all appointments to the Committee terminate.

  
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Charles F. Bolden, Jr.  
NASA Administrator

6/28/12  
Date